

APPENDIX F-118B
MNIC SUMMARY REPORT

1. PURPOSE

To provide management with a summary notification of the number of DIC ZLLs and ZLMs output for each multidaily cycle, suspended on the Violation Control/ Suspense File each day.

2. ORIGIN

None.

3. FREQUENCY

Multidaily at the end of each cycle.

4. FORMAT

a. Heading Line (Standard Identification).

b. Data Organization.

(1) Sequence: MNIC.

(2) Number of lines per page is variable.

(3) Double-spaced between different MNICs.

(4) Page break is on overflow.

(5) Required totals: A grand total will be provided for Total ZLL, Total ZLM, and MNIC Total.

c. Captions for Data Elements:

(1) MNIC - Under this headings will be any of the following MNICs (appendix A-90): E, G, J, K, L, P, Z, 2, 3, 4, 5, 6, and 8.

(2) TOTAL ZLL - The total number of DIC ZLL documents output per cycle.

(3) TOTAL ZLM - The total number of ZLM documents output per cycle.

(4) MNIC TOTAL - Total of entries for TOTAL ZLL and TOTAL ZLM for each MNIC.

(5) GRAND TOTAL - Total of entries for TOTAL ZLL, TOTAL ZLM, and MNIC TOTAL.

5. DISTRIBUTION AND RETENTION

- a. One copy to MSO, DSO for management quality control review. If the DSC desires, that portion which applies to SCD activity can be routed to SCD for their management review.
- b. The copy routed to the processing personnel will be destroyed after it has served its purpose.
- c. The copy routed for management review may be retained for use as BACKUP to any quality control studies initiated or for use in BEFORE and AFTER corrective training, comparisons.

6. PROCEDURES FOR REVIEW AND PROCESSING

- a. The copy routed to processing personnel is furnished as information reflecting the status of controlled violations and Output Manager Review Actions charged to that individual or organization.
- b. The copy routed for management review will be analyzed to determine if a backlog exists, and if additional training for specific individuals or groups of personnel is required.

MNIC SUMMARY REPORT (CONT'D)

F-118A	QRC NO	MNIC SUMMARY REPORT FOR CYCLE NO. XI	DATE XXXX PAGE X
		TOTAL ZLN	MNIC TOTAL
		50	67
		12	12
GRAND TOTAL		62	79